Create Billing Request

Use this procedure to create a billing request for a single sales order, on an ad hoc basis.

Trigger
Perform this procedure when costs or potential revenue incurred against a sales order require billing.

Prerequisites
· Sales Order
· Costs or potential revenue posted to WBS element

Menu Path
Use the following menu path to begin this transaction:
·Accounts Receivable > Sales Order Billing Process> Manage Billing > Create Billing
Request

Note: Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.

Procedure:
1. Start the transaction by accessing the **Accounts Receivable** tab
2. Click the **Sales Order Billing Process** tab ▮ Sales Order Billing Process

Manage Billing - FMMI Portal – QE2
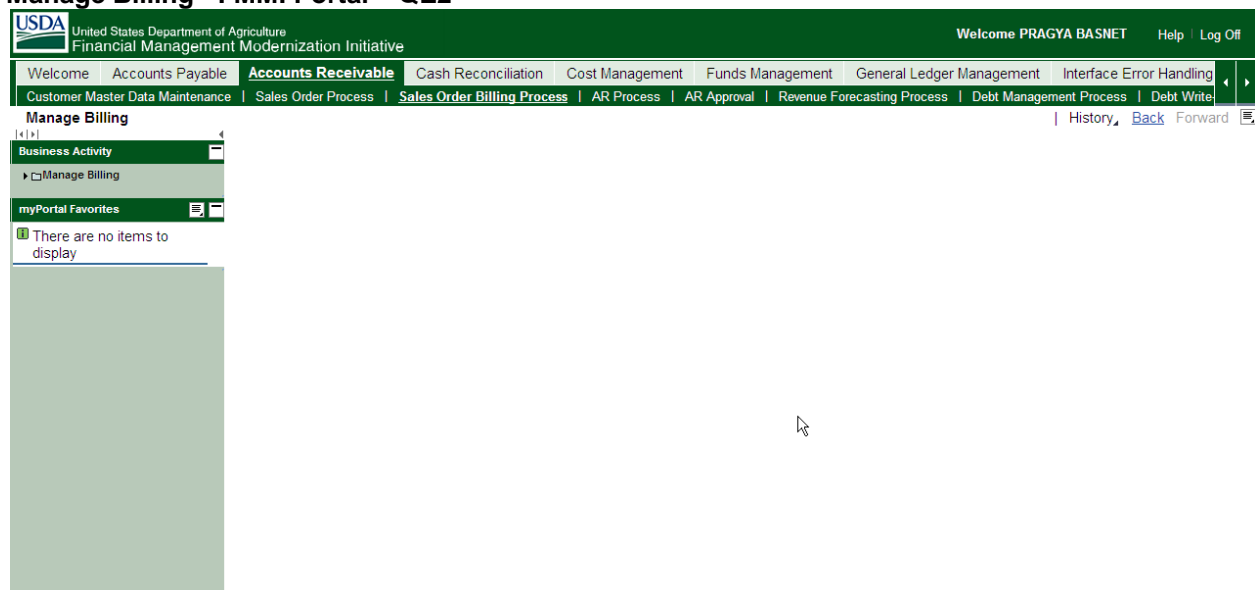
3. Click the Manage Billing business activity link . ▮ Manage Billing
4. Click the Create Batch Billing task link . ▪ Create Billing Request

Create Billing - FMMI Portal – QE2

As required, complete/review the following fields:

Sales Document (Required Entry): Document representing a sales order document in FMMI.

Example:

3900000062

Sales Document Item (Optional Entry) from XX to XX: Number representing a specific line item on a sales order

Document in FMMI. FMMI assigns this number sequentially in multiples of 10 (example: Line 1 = 10, Line 2 = 20).

Example:

10 to 20

5. Enter the Sales Document. Example 3900000062
6. Enter the Sales Document Item 10 to 20
7. Choose option process open items only

8. Click the Expense button to execute the test and check for errors before posting.

9. Click on Billing Request. You will receive a pop up saying do you really want to create the billing request? Click on Yes to proceed .

10. The procedure has been successfully completed. End of procedure.
View the confirmation message at the bottom of the screen, "Debit Memo
Request XXXXXXXXXX has been saved." Example 70277460
Follow the instructions in the Create Billing Document online help procedure to create the
Billing document and post the open recievable against the customer.